

GOLF PRO

General Statement of Duties: Performs highly skilled administrative and supervisory work in the overall direction of the municipal golf courses; does related work as required.

Distinguishing Features of the Class: An employee of this class is responsible for the operation of the municipal golf courses including clubhouse, snack bar and parking areas. General policy direction is received from the Director of Parks, Recreation and Public Property. Employee must utilize a high level of independent judgment and initiative.

Areas of Accountability:

- 1) Directs and coordinates the activities of a group of subordinates to assure the completion of assigned tasks.
 - Plans and assigns work;
 - Supervises employees in accordance with proper Personnel, EEO practices and Union contracts;
 - Reviews and evaluates performance of subordinate employees.
- 2) Instructs subordinates on proper work procedures.
 - Orients new employees;
 - Instructs employees on proper safety procedures;
 - Ensures work rules are properly followed;
 - Monitors proper care and use of equipment
- 3) Maintains open communication with employees and supervisors.
- 4) Maintains proper records.
 - Counseling;
 - Time records;
 - Financial reports.
- 5) Maintains proper relations with the public.
- 6) Advises and makes recommendations.
 - Department policies, practices, procedures, priorities, personnel actions effecting subordinate employees, team participation;.
 - Prepares division's budget request.

- 7) Develops and implements comprehensive plans for accomplishment of division goals.

Required Knowledge, Skills and Abilities: Thorough knowledge of principals, practices, and procedures of business, personnel management, budget administration. Ability to stimulate community interest in the use of the municipal golf courses; ability to supervise the operation of municipal golf course and maintain a working relationship with employees and the general public; ability to keep records and prepare reports.

Acceptable Experience and Training: Prefer a registered Class A Pro with the P.G.A. at least three years; increasing responsibility in golf course management.